

# **Education for Homeless Children and Youth (EHCY) Program**

## **American Recovery and Reinvestment Act Grant Application Instructions**



**Wisconsin Department of Public Instruction**  
Elizabeth Burmaster, State Superintendent  
Madison, Wisconsin

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM  
APPLICATION INSTRUCTIONS FOR ARRA GRANTS**

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# Table of Contents

I.	Overview/Purpose .....	1
II.	Grant Period Timelines/Awards .....	1
III.	Funding Criteria/Eligibility .....	1
IV.	Eligibility .....	2
V.	Data Collection Requirements.....	2
VI.	Program Responsibilities .....	2
VII.	Application Format and Requirements.....	3
	Part 1 - Application.....	4
	Part 2 - Plan and Evaluation .....	5
VIII.	Application Rating .....	6
IX.	Annual Report Timelines .....	7
X.	Application Due Date .....	7
XI.	Examples of Compliance Goals .....	8
Appendix A: Fundable Activities Under the McKinney-Vento Homeless Assistance Act .....		9

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM  
APPLICATION INSTRUCTIONS FOR ARRA GRANTS**

**I. Overview/Purpose**

Through the American Recovery and Reinvestment Act (ARRA), the Wisconsin Department of Public Instruction's (DPI) Education for Homeless Children and Youth (EHCY) program is offering Wisconsin public school districts and Cooperative Educational Service Agencies (CESAs) the opportunity to apply for an ARRA EHCY grant. The purpose of ARRA grants is to help public school districts achieve full compliance with the McKinney-Vento Homeless Education Assistance Act.

**ARRA Guiding Principles are as follows:**

- Spend Quickly to Save and Create Jobs
- Ensure Transparency and Accountability
- Thoughtfully Invest One-Time Funds
- Advance Effective Reforms

Quarterly reports will be required from districts receiving these funds.

**II. Grant Period Timelines/Awards**

The EHCY ARRA grant awards will be offered in 2009-10. The number of grant awards will be based on available ARRA funding from the United States Department of Education (USDE). Public school districts will receive grant award notification no later than August 8, 2009.

**III. Funding Criteria/Eligibility**

Refer to the funding table below for maximum ARRA budget allocations based on the number of children and youth identified as homeless during the 2007-08 school year.

<b>Number of Homeless Students (Children and Youth) Enrolled</b>	<b>One Time Maximum Award*</b>
0-30	\$30,000
31-100	\$40,000
101-149	\$60,000
150-2,000	\$150,000

The DPI will award available funds on a competitive basis using the following criteria:

1. The number of homeless children and youth;
2. The educational and support service needs of children and youth who are homeless;
3. The quality of the proposed program, including how the proposed use of funds will facilitate identification;
4. Enrollment, retention, and educational success of children and youth in homeless situations;
5. The extent to which the program will help close the achievement gap;
6. The district's percentage of students eligible for free and reduced lunch; and
7. School districts or CESAs, on behalf of school districts forming consortia, may request a maximum grant amount based on the combined number of students identified as homeless during the 2007-08 school year.

**Legislative Compliance**

Grant funds may only be used for the 16 activities outlined under Section 723 (4)(d) Authorized Activities of the McKinney-Vento Homeless Education Assistance Act (Appendix A) or with permission from the EHCY program coordinator.

**Please Note**

The DPI also offers a Three-Year EHCY grant program. Please see "Forms, Applications, and Guidance" at <http://www.dpi.wi.gov/homeless/index.html> for additional information.

\* Under unusual circumstances, a district may receive more than the maximum grant award.

#### IV. Eligibility

The following grant conditions apply for the ARRA ECHY grant program:

1. Public school districts and CESAs will receive ARRA ECHY grant awards on a **one-time** basis only.
2. Districts may apply for an ARRA or Three-Year ECHY grant, but may not apply for both.
3. Districts that have received an ARRA ECHY grant award may apply for a Three-Year grant award when a new three-year grant funding cycle begins, if grant qualifications are met.
4. Districts that have received an ARRA ECHY grant and later apply for a Three-Year ECHY grant will be considered for the Three-Year ECHY grant if the district has made sufficient progress in the attainment of ARRA grant goals.
5. Applicants serving larger numbers of students who are homeless may receive greater consideration for funding.

##### Important

Grant funds must be used in such a manner as to provide services to **all** identified children and youth who are homeless. (Example: The district will hire an ECHY program coordinator to meet with parents, guardians, and unaccompanied youth to discuss their educational rights, help students enroll in school, and ensure that they receive services to allow the student to meet the same challenging academic standards that apply to all students.) To qualify for a grant, districts must, at their discretion, use Title I funds to support the ECHY program. In addition, grant funds cannot be used exclusively to pay for transportation costs.

#### V. Data Collection Requirements

The USDE requires grant recipients to collect and analyze data on the academic achievement of students who are homeless. Each student identified as being homeless, at every grade level, will need to be identified, enrolled, and tracked in order to assess academic progress. Grant data collection requirements in part will include:

1. The number of homeless students in the program;
2. The number of homeless students enrolled in the grade levels assessed by the state;
3. The number of students assessed; and
4. The number of such students at or above the state's academic levels.

##### ARRA Data Collection Requirements

The ARRA has general reporting language that applies to all programs and projects using ARRA funds.

No later than 10 days after the end of each calendar quarter, each recipient shall submit a report that contains:

- The *total amount* of recovery funds received;
- The *amount of recovery funds received that were expended or obligated* to projects and activities;
- A *detailed list of all projects and activities* for which recovery funds were expended or obligated including:
  - The *name* of the project or activity
  - A *description* of the project or activity
  - An *evaluation* of the completion status of the project or activity
  - An estimate of the number of *jobs created and the number of jobs retained* by the project or activity; and
- Additional data may be required pending further guidance from the USDE.

#### VI. Program Responsibilities

The McKinney-Vento Homeless Education Assistance Act has nine major requirements. Public school districts are required to:

1. Identify and immediately enroll children and youth living in homeless situations, including preschool children and unaccompanied youth with or without a disability;
2. Create partnerships with district staff and community agencies for purposes of identification and referrals;
3. Maintain educational stability for children and youth experiencing homelessness (studies indicate that children may lose between four to six months of educational progress when transferring to different schools);
4. Ensure transportation is provided, at the request of the parent, guardian, or unaccompanied child or youth to the school of origin;
5. Ensure students who are homeless, with or without a disability, have equal access to a free, appropriate public education;
6. Remove barriers to enrollment, attendance, and educational programs for children and youth who are homeless;
7. Involve parents or guardians in the education of their children;
8. Ensure students who are homeless have the opportunity to meet the same challenging academic standards that apply to all students; and
9. Ensure students who are homeless are not stigmatized or segregated.

Please see <http://www.dpi.wi.gov/homeless/index.html> for additional information on McKinney-Vento legislative requirements.

## **VII. Application Format and Requirements**

Applicants must complete two forms to apply for an ARRA EHCY program grant:

1. The American Recovery and Reinvestment Act (ARRA) of 2009, *Education for Homeless Children and Youth (EHCY) Application*, DPI-003 (New 05-09); and
2. The American Recovery and Reinvestment Act (ARRA) of 2009, *Education for Homeless Children and Youth (EHCY) District Plan and Evaluation*, DPI-0004 (New 05-09).

## Part 1

# ARRA Application for EHCY Grant Program

DPI-0003 (New 05-09)

Complete all sections of pages 1 through 6. These pages are fill-enabled.

1. Use the **Tab** button when completing the application.
2. Only use numbers when entering dates using the following format: xx/xx/xx.
3. Page sizes should be standard 8½" x 11", using no smaller than a 10-point font-size, and one-inch margins throughout.
4. Sections in this application should not exceed three pages in length. Submissions beyond three pages will **not be considered** when evaluating EHCY program grant applications.
5. Use "EHCY-school district name-year" (EHCY-X School District-2009) when saving the EHCY application to district files.

### **Section I - General Information** (page 1)

Complete all information.

### **Section II – Collaboration** (page 1)

Enter community agencies that are partnering with the EHCY program.

### **Section III – Assurances** (page 2)

Review grant assurances.

### **Section IV – Certification/Signatures** (page 2)

Review and sign the certification section.

### **Section V – Certification Covering Debarment** (page 3)

Review and sign debarment certification.

### **Section VI – Consortium Verification** (page 4)

Complete with signatures for applicants participating in a consortium.

### **Section VII – Abstract** (page 5)

Describe the need, major activities, and expected outcomes of the application proposal.

### **Section VIII – Budget** (pages 6-9)

Complete both the *Budget Detail* and *Budget Summary* sections of the application.

## Part 2

### ARRA Plan and Evaluation for EHCY Grant Program

DPI-0004 (New 05-09)

Complete pages 1 through 8. These pages are fill-enabled.

1. Use the **Tab** button when completing the application.
2. Enter date in the following format: xx/xx/xx.
3. Page sizes should be standard 8½" x 11", using no smaller than a 10-point font-size, and one-inch margins throughout.
4. Sections in this application should not exceed three pages in length. Submissions beyond three pages will **not be considered** when evaluating ARRA EHCY program grant applications.
5. Use "EHCY-school district name-year" (EHCY-X School District-2009) when saving the EHCY application to district files.

#### Applicant's Name (page 1)

Enter the applicant's school district name and check the funding year box. Consortia would complete one "Plan and Evaluation" which reflects all member districts.

#### Goal Completion

##### Compliance Goals (pages 1-8)

All applicants must address the nine McKinney-Vento Act requirements listed under "Program Responsibilities" on page 2, by using the existing goals or creating alternative ones.

1. If a listed goal on the *ARRA Plan and Evaluation* has already been fully achieved or does not address local needs, applicants should replace it with a goal that is more appropriate or relevant.
2. Alternative goals should be inserted under the existing goal.
3. Alternative goals created to replace existing goals need to address the intent of the legislative requirements printed in italics.
4. If existing goals are replaced, alternative goals, objectives and activities **must be measurable**.
5. These goals are applicable to **all** districts and will be considered a priority for use of grant funds.
6. See page 8 of this document for examples of compliance goals.

##### Additional Goals (pages 9-13)

Applicants may include up to five additional goals to potentially increase their over-all application rating. **Only applications with two additional goals above the required compliance goals will be able to qualify for an "Excellent" rating.**

#### Creating Goals

Recommendations for developing grant goals are as follows:

1. Goals should be logically related to some identified need.
2. Goals should be clearly and succinctly written.
3. Goals may be created annually or be valid for multiple years.

#### Creating Objectives

Objectives should be specific, measurable, and refer directly to the goal. Recommendations for program objectives are as follows:

1. Objectives provide the framework by which a given goal is met, reduced, or satisfied. Clearly written objectives also provide the basis for future evaluation activities.
2. Objectives are measurable, time limited, logically related to goals, and describe outcomes for students, staff, families, etc.
3. Develop clearly written, **specific** objectives that can be measured annually without undue burden to the district.
4. The objectives should answer the five W's – **what, when, where, who, and why**, as well as how much (measurement standards for academic improvement).



EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM  
APPLICATION INSTRUCTIONS FOR ARRA GRANTS

**Activities**

Activities need to complement the goal and objectives.

**Has Goal Been Accomplished?**

Check this box when the goal is accomplished. Most goals should not be accomplished at the time of the application. Applicants must complete the budget sections of each “fully achieved” goal.

**Date To Be Accomplished**

Enter the date expected for completion of the goal. Only use numbers when entering dates (i.e., 7/30/09).

**Person/Position Responsible**

Enter the names and titles of the staff members or community agency members who will be responsible to complete the goal, objective(s), and activities.

**EHCY Grant Amount**

Enter the **approximate** amount of EHCY grant funds that will be used to accomplish the goal.

**Budget Amount/Specify Funding Source**

Budget amounts do not have to be exact, but should provide an approximation of how grant/Title I/district funds are used in the EHCY program. Title I funds should be entered under the goal(s) where Title I funds will be used. The Title I section should be completed for each goal, even if a “0” amount is reported.

**Measurement**

Describe how the goals and objectives will be measured.

**Actual Outcomes**

Leave this section blank. This section will be completed as part of the Quarterly or End-of-Year Report process.

**Adjustments**

Leave this section blank. This section will be completed as part of the Quarterly or End-of-Year Report process **if** ARRA funds are carried over into the next school year.

**VIII. Application Rating**

This is a competitive grant process. Applications will be read by grant reviewers and given an **Excellent, Good, Fair, or Poor** rating depending upon the criteria below. Applicants may include five additional goals to potentially increase their over-all application rating. **Only applicants with at least two additional goals, above the goals required in the application, will be able to receive an “Excellent” rating.**

**Excellent** – responses completely satisfy all of the descriptors under each goal/section of the application. The application includes a minimum of two additional grant goals.

**Good** – responses answer most, but not all, of the descriptors under each section of the application.

**Fair** – responses give an indication of the major focus of the homeless program under each goal/section of the application, but many details are left out, leaving the reviewer with significant questions about how the applicant’s homeless program will function.

**Poor** – the application has insufficient information under each goal/section of the application, leaving the reviewer with large gaps in understanding about how the applicant’s homeless program will function.

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM  
APPLICATION INSTRUCTIONS FOR ARRA GRANTS**

DPI staff, along with outside reviewers, will evaluate grant applications. Reviewers will use the rubric to evaluate applications. The DPI will contact the Homeless Liaison/Contact Person (identified in the application) if there are any questions or concerns. The DPI will provide written notification of grant awards upon review of all grant applications.

**IX. Grant Funded Annual Report Timelines**

Award recipient will be required to complete the EHCY program reports below:

<b>Required Reports</b>	<b>Due Dates</b>
Notification of Grant Awards	July/August 2009
Revised Budget	September/October 2009
Lobbying Disclosure Form	September/October 2009
Quarterly Fiscal Reporting	To Be Determined
(Possible) Mid-Year Report	March 1, 2010
EHCY Final Budget Modifications	May 1, 2010
WKCE/Consolidated End-of-Year Data	September 1, 2010
(Possible) EHCY End-of-Year Report	September 30, 2010

**X. Application Due Date**

All Applicants must submit two forms:

1. *American Recovery and Reinvestment Act of 2009, Education for Homeless Children and Youth (EHCY) Application*, PI-0003 (New 05-09), and
2. *American Recovery and Reinvestment Act of 2009, Education for Homeless Children and Youth (EHCY) District Plan and Evaluation*, DPI-0004 (New 05-09).

Both forms and required copies must be **received** by the DPI **no later than 4:30 pm on June 12, 2009**. Applications received **after** 4:30 pm on June 12, 2009, will **not be considered for funding**.

**Paper Applications (Required)**

Mailed EHCY grant applications need to consist of one grant application with original signatures, along with six additional copies of both forms. All mailed EHCY applications should be received by the DPI no later than 4:30 pm on June 12, 2009.

Mail all paper applications to:

**Wisconsin Department of Public Instruction  
Attn: Kathy Trotta  
Title I and School Support Team, 3rd Floor  
Education for Homeless Children and Youth (EHCY) Program  
P.O. Box 7841  
Madison, WI 53707-7841**

**Electronic (Optional)**

Send electronic EHCY grant applications to Kathy Trotta at [kathleen.trotta@dpi.wi.gov](mailto:kathleen.trotta@dpi.wi.gov). After submitting the electronic application, one paper application with original signatures and six additional copies must be received by the DPI no later than 4:30 pm on June 12, 2009.

Please contact Mary Maronek, coordinator, EHCY program, at [mary.maronek@dpi.wi.gov](mailto:mary.maronek@dpi.wi.gov) or (608) 261-6322 regarding questions about this application.

## **XI. Examples of Compliance Goals**

The following are examples of compliance goals:

- By the end of the 2009-10 school year, EHCY program staff will have established and distributed procedures to community preschool agencies to assist with the transition of 70% of preschool children from families who are homeless into the district's three-to-five year old special education and preschool programs.
- EHCY program staff will place an annual notice in school publications and the district web pages of who is considered homeless under the McKinney-Vento Act, and the educational rights of students experiencing homelessness.
- By the first semester of the 2009-10 school year, EHCY program staff will work with district teachers in developing an assessment process to ensure students who are homeless are placed in appropriate grade-level classes upon enrollment. Appropriate classroom placement will be evaluated by each student's teachers within two weeks of enrollment.
- The following will be completed by the end of the 2009-10 school year:
  - A directory of community agencies that serve the homeless will be created and distributed to all district schools to give to families and unaccompanied youth identified as being homeless, and
  - The community agencies in the directory will be encouraged to enter into *Exchange of Information Agreements* with the district when families who are homeless have school-age children.
- By the end of the 2009-10 school year, internal district procedures will be implemented to ensure students identified as being homeless are immediately referred for free school meals and transportation services, and when appropriate, given free school supplies, school books, and course fee waivers.
- By the first semester of the 2009-10 school year, 70 percent of identified parents experiencing homelessness will participate in a district program to ensure they read to their children at least three hours a week.
- The EHCY program coordinator will enter into transportation agreements with surrounding public school districts by 2009-10, to ensure timely transportation arrangements are made for students who are homeless.

## Appendix A

### Fundable Activities Under the McKinney-Vento Homeless Assistance Act Part B, as Amended by No Child Left Behind, Title X

“(d) AUTHORIZED ACTIVITIES.—A local educational agency may use funds awarded under this section for activities that carry out the purpose of this subtitle, including the following:

- (1) The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic content standards and challenging State student academic achievement standards the State establishes for other children and youths.
  - (2) The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency, services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in vocational and technical education, and school nutrition programs).
  - (3) Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
  - (4) The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
  - (5) The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 722(g)(3).
  - (6) The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
  - (7) The provision of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths.
  - (8) The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- H. R. 1—580
- (9) If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
  - (10) The provision of education and training to the parents of homeless children and youths about the rights of, and resources available to, such children and youths.
  - (11) The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).
  - (12) The provision of pupil services (including violence prevention counseling) and referrals for such services.
  - (13) Activities to address the particular needs of homeless children and youths that may arise from domestic violence.
  - (14) The adaptation of space and purchase of supplies for any nonschool facilities made available under subsection (a)(2) to provide services under this subsection.
  - (15) The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
  - (16) The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school.”

Contact Mary Maronek, Coordinator, Education for Homeless Children and Youth Program, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, WI, 53707-7841, (608) 261-6322, or [mary.maronek@dpi.wi.gov](mailto:mary.maronek@dpi.wi.gov) for more information about homeless issues.

January 15, 2003